Approved For Release 2006/1[redacted]-RDP70-00211R000300050072-3

MANAGEMENT PROGRAMS
Draft 3/14/55

REGULATION
NO.

RECORDS MANAGEMENT

Vital Materials

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1. GENERAL

This regulation implements the basic policies and responsibilities of [redacted] as they apply to the administering of an Agency Vital Materials Program. 25X1

2. OBJECTIVES

The Vital Materials Program was instituted to provide protection to those records in the possession of CIA which would be essential to continue operations under emergency conditions or which would be unavailable from other sources for the reestablishment of essential functions of the Agency. The objectives of the Program are as follows:

a. Identification of all records vital to the Agency in the event of an emergency.

b. Timely and secure transfer of Vital Materials from vulnerable Headquarters office space to the safer confines of the Agency Repository.

c. Filing and maintenance of the material so that it will be readily available when required.

d. Return or destruction of those materials which have been superseded or are no longer considered vital to emergency needs of the Agency.

3. POLICIES

The Agency's Vital Materials Program shall be administered on a decentralized basis through area programs governed by the following policies:

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a. The Vital Materials Program shall be based on a survey of area-wide requirements. This survey, and the requirements, shall be in accordance with guides as established by the Management Staff.

b. A periodic area-wide reappraisal of Vital Materials requirements at least annually thereafter, to determine completeness of coverage.

c. Responsibility for depositing materials vital to the emergency operation of more than one (1) office shall be assumed by the originating office. Duplication of deposits must be avoided except in those cases for which there is sufficient justification to warrant duplicate deposits.

d. An annual area-wide review of current holdings in the Repository, as reflected in the Annual Vital Materials Inventory, to determine what materials are no longer considered vital.

4. RESPONSIBILITIES

a. The Chief, Management Staff, is responsible for:

(1) Directing and coordinating the Program by providing basic plans, policies, procedures, and staff guidance for their application to area programs and the Repository.

(2) Coordinating trips to the Repository to effect the deposit and withdrawal of Vital Materials and the visit of authorized personnel.

b. The Deputy Directors (Plans), (Intelligence), and (Support) are responsible for establishing and maintaining area programs to meet the requirements of this Regulation.

c. The Custodian of the Repository is responsible for storing and maintained Vital Materials.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
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DISTRIBUTION:

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